

Fellows and Young Investigators Steering Committee Meeting
Thursday June 25th, 2009
Time: 11:00 AM – 12:00 PM

Frederick: Building 549, Conference Room A
Dial in Number: (301) 451-6102 phone: (301) 846-1659

Bethesda: Building 40, Rm 1201/1203
Phone: (301) 480-2675

Attendance:

Frederick: Jim Gould, Jill Ford, Kim Shafer-Weaver, Rasmi Thomas, Tim Chan, Leslie Chinn, Karobi Moitra, Geraldine O'Connor, Jason De La Cruz, Rachel De Kluver, Katie Stagliano, Stephanie Watkins, Jordan Irvin

Bethesda: Brid Ryan, Raed Samara, Mary Velthuis, Orla Casey, Tom Paul

Agenda Items:

1. Call to Order
 - a. Welcome to new members and introductions
 - b. Roll call and attendance
2. Excused Absences: George Lountos, Albert van Wyk, Liang Huang, Selinda Orr, Neeraj Sharma, Kate McGee
3. Departures: Ted Wright, Karen Wylie (k_wylie@hotmail.com), Christian Capitini
Karen will be available as an invited participant for next year's colloquium
4. Approval of May 2009 meeting minutes
May 2009 meeting minutes have been distributed
Approved
5. Felcom Update (Tom Paul):
 - A Mentoring Workshop is scheduled for Monday, June 29 from 10-noon in Wilson Hall.
"Gaining Support from Your Mentor: Communicating Needs at/away from the Bench."
The workshop will discuss how to foster communication between postdocs and their mentors. This workshop will be brought up to Frederick and Baltimore. Emails will be sent out.
 - FelCom is seeking a chair for the Clinical Executive committee
6. Subcommittee Updates:
We need confirm the chair of each subcommittee and fellow members. Subcommittee chairs must keep an updated list of their members and submit the list with their monthly

reports for the agenda. Everyone should be reminded that they are or should be on a subcommittee. <http://ccr.cancer.gov/careers/fellows/members.asp>

Raed will update members lists.

Anyone on subcommittees should email Raed informing him of which subcommittee he/she is on.

a. Bylaws:

- Annual Review of the Bylaws: Please review our current bylaws (<http://ccr.cancer.gov/careers/fellows/by-laws.asp>) and be prepared for a brief discussion followed by a vote.
- Proposed bylaw change to the Duties of the Chair, section H (Tom Paul): See attached addendum 1 and be prepared for a brief discussion followed by a vote.

Bylaws subcommittee needs members.

Katie Stagliano volunteered to join

If there is anything in the bylaws that needs clarification, or if you have any suggestions, please send Tom an email

Tom will write updates and send them to SC

b. Scientific Committee:

- Seminar Series
 1. Bethesda PASS (Brid Ryan and Raed Samara): See attached addendum 2.
 2. Frederick (Jim Gould, Tim Chan, Jordan Irvin): Looking for volunteers to help with moderating, scheduling, advertising, recruiting and advocating. You will have administrative help from Madeline Knoebel and Dr. Jeff Strathern.

SC is having a hard time maintaining its presence in organizing and running series as PIs want to take over.

Frederick discussed possible solutions

New members:

Stephanie Watkins (Chair and Survey)
Geraldine O'Connor (Survey)
Kim Shafer-Weaver
Kate McGee (Survey)
Rasmi Thomas (Frederick Seminar)

- Survey:
 1. Demographics - 65% of respondents were female vs. 48% last year. Also 47% were visiting fellows compared to 40% last year, with less CRTAs this year to account for the difference.
 2. Only 73% completed a Training Plan compared to 65% last year, and equivalent number (64% each year) filled out an update
 3. Equivalent to last year, 88% go to their PI for advice. Only 72% consider their PI a mentor, compared to 83% last year. This year was new in that we asked a followup, who is then your mentor, and 33% (11) said no one, 27% (9) said Staff Scientist and 18% (6) said other.
 4. Equivalent to last year: 99% would recommend CCR to a colleague, (was 100% last year). 78% in both years would recommend their individual lab.

5. New to this year only, 55% supervise someone in the lab, with 80% supervising a summer student. Also 21% fellows have had to change projects because data was not publishable.

Christian has compiled results and Jim will send them out.

c. Community Life Committee:

- Website duties (Liang Huang):
 1. Please check the FYI web site to see if any updates/corrections are needed.
<http://ccr.cancer.gov/careers/fellows/>
 2. The committee member list needs updating.
 3. <http://ccr.cancer.gov/careers/fellows/members.asp>
 4. Raed will be updating lists
 5. The seminar series (Frederick and Bethesda) information and contact person(s) may need updating.
 6. <http://ccr.cancer.gov/careers/fellows/seminars.asp>
 7. To make website navigation easier, we may want to put links to the SC committee page, the PASS page etc. on the FYI homepage in addition to the side bar links.
- Newsletter: If planning on submitting an article, please send it to Tim Chan or Selinda Orr. New issue due out soon.
- Social (Jill Ford):
 1. Sunday June 28th: Frederick Keys Baseball Game; All CCR fellows and postbacs and their friends and family are welcome to attend. The cost is \$8 for adults and \$5 for children 3-12. Children 2 and under are free. Meet at the ticket gate by 5:15. Tickets will be purchased at that time, not in advance. Meet the team players and coach at 5:30. Game starts at 6. Fireworks will follow at the close of the game. Flyer is being sent around. Please post in your building.
 2. Sunday July 19th: REGGAE FESTIVAL at the Linganore Winecellars in Mt. Airy, Maryland. Featuring 2 bands: Passion Reggae and Image Band. Cost: \$15.00 (21 and older); \$10.00 (18-20 years old); Under 18 free with adult; Photo I.D. Required for Wine Tastings. Doors open at 11 am. Open to all CCR fellows and postbacs and their friends and family.
 3. August: FYI Picnic. Date to be determined. Location most likely Seneca Creek State Park in Gaithersburg, MD. More information as well as food sign-up sheet to come.
- Orientation:

Frederick: Wednesday July 8 is new fellow orientation in Bldg 578 Conference Rm at 9 am. Jordan Irvin and Leslie Chinn are scheduled to represent the SC. A sign-up sheet will be distributed in Frederick.

Sheet has been distributed and filled through 12/2009

Contact person: Jim Gould

Mary will be in Frederick on July 8th.

- d. Colloquium Committee: Looking for interested individuals to be involved with planning organizing next year's Colloquium. Raed Samara and Karobi Moitra have volunteered thus far.

Committee needs volunteers

There should be 4 individuals to head these 4 subcommittees:

- Chair
- Workshops
- Career fair
- Logistics

Previous retreat committee has a list of what needs to be done

We need to start organizing retreat early.

Subcommittee members:

Stephanie Watkins (Person C, planning location and agenda)

(Katie Stagliano and Kim Shafer-Weaver will stand-in for Stephanie during maternity leave)

Leslie Chinn is interested but not yet committed.

7. CCR-FYI Steering Committee Retreat (Raed Samara, Leslie Chinn, Jonathan Wiest):

As discussed in our last meeting, we'd like to hold a half-day off-site retreat to discuss the goals and future directions of the SC. We're planning to invite previous SC chairs (Kevin Chang, Melissa Madeira, Arti Santhanam) to discuss issues and obstacles that they faced and how their experiences can help the current and future committees. If you know any other officers, please let one of us know ASAP. The retreat would replace July's SC meeting on the afternoon of Thursday, July 30th. PLEASE CONFIRM YOUR AVAILABILITY FOR JULY 30th ASAP.

8. New Business:

NPA announced that Sept 24th is the National Postdoc Appreciation Day. Activities to follow.

There is a Frederick Fellows List that is open to everyone. Please subscribe.

For the upcoming SC retreat, there is a shuttle that leaves from Frederick to Executive Blvd.

Jonathan met with Sandra Thomas to discuss activities that could be part of our SC retreat next month. She will be sending Jonathan information on several activities such as team building exercises, running effective meetings, and DISC. We need to decide on what is best for the group and start planning the retreat. We have room 210 of 6116 Executive Blvd. reserved from 11 am to 5 pm on July 30th.

9. Adjournment: Next meeting is the SC Retreat on Thursday, July 30th, 2009 at 210 of 6116 Executive Blvd. reserved from 11 am to 5 pm.

Addendum 1:

Proposed By-Laws Changes

Current:

Duties of Chair

- A. Maintain one- and five-year plan for the SC. This plan will be a detailed vision of the goals and activities for the SC for the pursuant one and five-year periods.
- B. Organize and manage meetings, including writing the agenda. Distribute meeting agendas to CCR-FYI via the CCR-postdocs listserv and CCR-SC listserv.
- C. Open the annual CCR-FYI retreat, and ensure the success thereof.
- D. Act as the point of contact for personnel wishing to contact the committee.
- E. Maintain regular contact with staff of CCR/OD.
- F. Represent the CCR-FYI at campus activities (or designate another SC member).
- G. Represent the CCR-FYI at the monthly Intramural Advisory Board Meeting as a non-voting member.
- H. Will continue to serve on the SC for one year following tenure as Chair in the capacity of an ex-officio member to advise and ensure continuity of SC leadership.

Proposed:

- H. Will continue to serve on the SC for one year following tenure as Chair to advise and ensure continuity of SC leadership. Service can be in the capacity of an ex-officio member, full-member, or as an executive member dependent on reelection to such a position.

Will continue to serve on the SC for up to one year following tenure

Vote: 15 yes; 2 no (Bethesda 4 yes, 0 no; Frederick 11 yes, 2 no)

Addendum 2:

Bethesda NCI PASS

The seminar series in Bethesda has been stalled of late due to a decline in interest amongst presenters and attendees. We were approached by Shawn Mullen from OITE regarding a possible collaboration. They will be running a workshop twice a year on presentation skills, followed by 2 short practice sessions. We met with Shawn and Patricia Sokolove and discussed how we could help each other.

We are proposing that we work together and that OITE advertise PASS both on their website and during their presentation course. As it would be open to all NIH Fellows, we stressed that CCR/NCI Fellows would always be given priority for PASS schedule slots. Interestingly, Shawn and Patricia also offered to take an active part in PASS, providing feedback to our presenters also. This is a bonus for us, as participation has always been low on the audience front. Although a few of the fine details need to be ironed out, we think that this could be an advantageous partnership for the promotion of PASS.

In the interim (until the Fall), we are going to send 2 emails to ascertain whether there is any interest at present, if not, we will recommence in September. Jonathan has offered to send an encouraging email to PIs, reminding them of PASS and how beneficial it can be to those who want to improve presentation skills.

We are also proposing to change the time from 3.30 pm on Tuesdays to 9.30 am. Brid suggested having an official liaison to OITE if all goes well with the new collaboration. PASS will be held every 2nd Tue of each month on 6th floor of bldg 37